

13 FAM 920 APPLICATION FOR EXTERNAL TRAINING

*(CT:TPD-001; 05-20-2004)
(Office of Origin: FSI)*

13 FAM 921 APPLICATION PROCEDURES

*(CT:TPD-001; 05-20-2004)
(State Only)
(Civil Service and Foreign Service Employees)*

- a. An employee applying for external training has to complete the long Form SF-182, "Request, Authorization, Agreement, and Certification of Training," *and an FSI Training Agreement.*
- b. If the nongovernment training exceeds 80 hours, it is necessary to complete Section G, "Employee's Agreement to Continue in Service," which is found on the back of copy 1 of Form SF-182.
- c. Material describing the external training program *and/or* course concerned must be attached to the application.
- d. Applications must be approved by the employee's supervisor, and by the post or bureau training officer who also is responsible for reviewing the forms to assure they are complete and correct. Completed forms are then forwarded to the Office of the Registrar, FSI, for final review and approval.
- e. The Office of the Registrar, FSI, reviews applications for compliance with the criteria set forth in 13 FAM 901, confirms funding arrangements (whether from the FSI External Training Program budget or the employee's bureau) and, if the training is approved, *officially notifies* the employee.
- f. Applications for external training should be forwarded to and received by the Office of the Registrar, FSI, at least four weeks prior to *the last* course registration date, unless otherwise stated in a training announcement.
- g. *FSI is the entity authorized to make commitments for external training for Department personnel whether the funding derives from FSI's external training funds or bureau and/or post funds. Thus, if a bureau*

and/or post plans to pay for training by use of a U.S. Government credit card, approval of the training request must be properly submitted via Form SF-182, Request, Authorization, Agreement and Certification of Training, and must be received from FSI prior to any commitment of funding. Employees may not pay for training using their personal credit cards or a U.S. Government credit card issued to them for the purpose of travel.

13 FAM 922 CRITERIA FOR APPROVAL OF APPLICATION

(CT:TPD-001; 05-20-2004)

(State Only)

(Civil Service and Foreign Service Employees)

- a. External training approved for funding must be either job-related or career-related. (Examples of career-related training are accounting for an accountant or political science for a political officer.) *Generally, training must be in the best interest of the U.S. Government to:*
 - (1) Support Department objectives;
 - (2) Enable an employee to improve current job performance;
 - (3) Prepare an employee for a reasonably anticipated expansion or change of duties; or
 - (4) Improve individual skills, knowledge, or abilities necessary to enhance or broaden the qualifications of those employees most likely to be promoted or moved, in the interest of the Department, to jobs of higher responsibility.
- b. The following additional factors must be taken into consideration by the supervisor and the post or bureau training officer before granting initial approval to an application:
 - (1) The employee's *past* performance, *period of service* and potential for advancement;
 - (2) The employee's interest in and efforts to improve his and/or her own work; and
 - (3) *The benefits to the U. S. Government which would result from the training (e.g., the length of time the Department can expect to benefit from the training).*

- c. External training will be approved only when the individual, *in their supervisor's assessment*, has worked for the Department long enough to demonstrate performance and potential and (where applicable) has sufficient time remaining under applicable time-in-class rules to ensure the Department a reasonable return on its investment.
- d. External training will be approved only when a course of the same or similar content is not available at FSI. In those cases where there are questions regarding duplication, the training request will be sent to the appropriate FSI training unit for review.
- e. External training will not be approved if the applying employee has failed to turn in training evaluations from prior courses funded by the Department of State.
- f. When different locations are available for the training course requested, *normally* the training will only be approved for the location nearest the employee's post or office of assignment, *unless otherwise justified by the employee's bureau (which normally funds travel related costs)*. *For training where FSI funds travel costs, approval will only be for the location nearest the employee's post and/or office of assignment unless otherwise stated in the related course announcement.*

13 FAM 923 FUNDING OF EXTERNAL TRAINING

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(State Only)

(Civil Service and Foreign Service Employees)

- a. Only one course per fiscal quarter will be funded through the External Training Program per employee. This limit does not apply to bureau-funded external training.
- b. Training provided through the External Training Program will only be funded up to a designated limit established by the FSI, which operates the program. (For the current limit, contact the Office of the Registrar, FSI.) This limit does not apply to bureau-funded external training.
- c. Any fees above and beyond tuition, such as student activity fees, registration fees, the cost of books, etc., are the responsibility of the employee.

13 FAM 924 EMPLOYEE RESPONSIBILITIES

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(State Only)

(Civil Service and Foreign Service Employees)

Employees are responsible for the following:

- (1) Confirming course enrollment directly with the training provider;
- (2) Immediately notifying the External Training Section, Office of the Registrar, FSI, if they cancel their enrollment or change the dates of training;
- (3) Hand-carrying copies 3 and 4 of the approved Form SF-182 to the vendor when there is insufficient time before the start of the course for mailing the forms to the vendor;
- (4) Providing copies 7 and 8 of the approved Form SF-182 to the employee's bureau and/or post budget officer; and
- (5) At the end of the training course, the employee is responsible for completing the "Course Evaluation" located on copy 9 of Form SF-182. The employee is also responsible for obtaining his or her supervisor's signature, and returning the completed evaluation to the External Training Program Coordinator, Office of the Registrar, FSI, within five days after completing the course.

13 FAM 925 THROUGH 929 UNASSIGNED